

Accounts Payable/Bookkeeper

Job Description

Reports to: Senior Pastor

Effective: Feb. 2025

Directly Supervises: none

Status: Part-Time (up to 20 hours per week)

FLSA: non-exempt

Position Summary: The Accounts Payable/Bookkeeper ensures accurate financial operations of the church by creating budget databases, verifying and paying expenses, and creating accurate financial reports. All of these duties give the pastors, staff, and congregation resources to fulfill our core purpose of making faithful and fruitful disciples of Jesus Christ.

Essential Tasks:

- Serves the pastors, staff, and congregation by developing financial and budget spreadsheets matching income and expenses
- Manages the expenses of the congregation by verifying billing accuracy, making payments of bills, and inputting expenses in current financial software
- Participates with the Financial Secretary by receiving deposit information as related to checking accounts and other funds on deposit
- Work with new vendors to ensure tax reporting docs are correct
- Organizes financial payment records tracking expenses for staff and church officers
- Maintains files relating to building and property expenses as needed
- Resources the Church Council, Committee on Finance, and church staff with up-to-date financial reports
- Prepare documents for annual audit
- Be back up to run payroll if Treasurer is unavailable
- Other duties as assigned

Core Competencies:

- Disciple of Jesus Christ: Must be a committed disciple of Jesus Christ who through the practice of spiritual disciplines seeks to be a faithful Christian.
- Organization: Can assimilate, organize, and collate financial records, information, details, and resources to fulfill the church's mission.
- Team Player: Deepens team unity and team relationships through support, encouragement and collegiality with staff, pastors, church members and constituents. Work cooperatively alongside, with, and for others.
- Technological Knowledge and Experience: Continually develops computer competencies to maintain latest skills for word processing, financial databases, and internet research. Competent in office equipment usage. Proficient in excel. Some knowledge of ShelbyFinancials preferred and/or quick learner of new technologies